SCI-TECH NEWS

The Official Bulletin of the

SCIENCE-TECHNOLOGY DIVISION
SPECIAL LIBRARIES ASSOCIATION

CHEMISTRY • PETROLEUM • ENGINEERING-AERONAUTICS • PUBLIC UTILITIES • PHARMACEUTICAL • METALS

VOLUME 6 DECEMBER 1952 No. 4

EDITORIAL THOUGHTS

OUR BEST FOOT FORWARD

The news of the hour seems to be exhibits, and more exhibits. No less than six S. L. A. exhibits, either proposed, in the works, or completed are mentioned in this issue. Certainly this indicates a growing awareness of the importance of public relations activities.

Chapters, Sections, and Divisions are acting singly or combining resources to publicize special libraries to technical and professional groups, as well as to serve as on-the-spot reference agencies and as advisors on library establishment and techniques. A fund of ideas and experience from these efforts is being collected and made available by S.L.A.'s Public Relations Committee.

For successful exhibiting in the midst of frankly commercial exhibitors it is necessary to meet the competition on their own basis. Libraries are essentially service organizations — we must sell library services to our scientific and technical audiences.

Convention booths are not our only implements of public relations — we read here and there of participation in radio broadcasts by SLA'ers, talks, and articles in many types of publications. The Executive Board is attacking the problem by establishing a Public Relations Clinic (for details see p. 2).

And we should not overlook the fact that we can do a great deal in our individual situations to sell special libraries. A satisfied management and enthusiastic library clientele make excellent publicity agents. The public relations program, whether in our own libraries or on the association level, demands the consideration and action of each of us, in order to achieve maximum effectiveness.

CHAPTER SCI-TECH REPRESENTATIVES

(*Group Chairman where organized)

Boston: *Alice G. Anderson, Merrimac Division, Monsanto Chemical Co., Everett, Mass.
Cincinnati: Mildred Oelke, Wright-Patterson Air Force Base, Building 12, Dayton, Ohio.
Cleveland: Mary C. Cassidy, Harshaw Chemical Co., Intelligence Service Div., 1945 E. 97th St., Cleveland 6, Ohio.
Connecticut: *Elinore M. Donlan, The Bristol Co., Waterbury 91, Conn.
Greater St. Louis: Richard Levine, Laclede Gas Co., 1017 Olive St., St. Louis, Mo.
Illinois: C. M. Wolfenberger, Acme Steel Co., 2840 Archer Ave., Chicago 8, Ill.
Kansas City: Joseph C. Shipman, Linda Hall Library, 5109 Cherry St., Kansas City, Mo.
Louisiana: Lois M. Skinner, Development Section Library, Ethyl Corp., P. O. Box 341, Baton Rouge 1, La.
Michigan: Leola Michaels, Carboloy, Box 237, Roosevelt Park P. O., Detroit 32, Mich.
Milwaukee: Milton A. Drescher, 2811 North 73d St., Milwaukee 10, Wis.
Minnesota: Betty Lou Otte, Minnesota Mining & Manufacturing Co., 367 Grove St., St. Paul 1, Minn.
Montreal: Edith H. Drummond, Canadian Car & Foundry Co., Ltd., 621 Craig St. West, Montreal, Que.
New Jersey: Marjorie O. Baker, Baker & Co., 113 Astor St., Newark 5, N. J.
New York: *Gertrude Schutze, 200 Belleville Ave., Bloomfield, N. J.
Philadelphia: Dorothy S. Wescott, Rohm & Haas Co., Research Dept., 5000 Richmond St., Philadelphia 37, Pa.
Pittsburgh: Rita Brantlinger, Glass Div. Research Laboratories Library, Pittsburgh Plate Glass Co., Creighton, Pa.
Texas: Keith G. Brown, 5032 Gilbert Drive, Fort Worth 7, Texas.
Toronto: Clara G. Miller, Public Relations Dept., Imperial Oil Co., Ltd., 56 Church St., Toronto 1, Canada.
Washington, D. C.: *Marion E. Bonniwell, 2800 Quebec St., N. W., Washington, D. C.
Western New York: M. Constance Parché, Research Dept., Carborundum Co., Niagara Falls, N. Y.

COMMITTEE CHAIRMEN

(Additions to Sept. 1952 List)

Division Handbook of Procedures: Isabella B. Wallace, Great Lakes Carbon Corp., 8210 Austin Ave., P. O. Box 9, Morton Grove, Ill.
(changed from Division Structure Committee)
Nominating Committee: Helen E. Spangler, Librarian, Research and Development Dept., Atlantic Refining Co., P. O. Box 2819, Dallas 1, Texas.
Ways and Means Committee: Alberta L. Brown, Upjohn Co., Box 831, Kalamazoo 99, Mich.
Correlation Index: (Co-Chairmen) Kate C. Ornsen, Sun Oil Co., Marcus Hook, Pa.;
Gretchen E. Runge, Burroughs Adding Machine Co., Philadelphia, Pa.
Division History: Elsie Ray, Anaconda Copper Mining Co., Room 2157, 25 Broadway, New York 4, N. Y.

Microcarded Journals

A conference was held October 11 in Washington, D.C., between Carroll Moreland, Robert Bray, and Anne Nicholson on the two publication proposals we have received. There seemed to be no legal reason why either would be wrong for us to adopt, but no decision between the proposals was made. Especially as the fact was brought up that the present microcard reduction was insufficient to bring the cost of microcard editions, for other than theoretical journals of smaller page size, within a saleable price. Since the present reduction is not the greatest one possible, and everyone wants to be able to get a whole larger page on the reader screen at once, Mr. Bray said he would look into that question and see if anything could be done. "Filmsort" editions cost more than microcards for copies in the 50's and up.

The Microcard Committee voted this fall to include all advertising in their microcard editions!

Anne L. Nicholson

SCI-TECH NEWS

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Acting Editor
ALBERTA M. BARKLEY
Monsanto Chemical Co.
St. Louis 4, Missouri

Business Manager
WILLIAM J. VITALI
Western Cartridge Co.
East Alton, Illinois

Associate Editor
RUTH T. POWER
257 Noyes Laboratory
University of Illinois
Urbana, Illinois

Abstract Editor
GERTRUDE SCHUTZE
200 Belleville Ave.
Bloomfield, N. J.

SCIENTIFIC AND TECHNICAL TRANSLATING

A number of surveys on translation services are being made by various groups in this country, including one by the National Science Foundation. The problem being international, the Department of Natural Sciences of UNESCO is also conducting a survey and expect to publish a "Report on Scientific and Technical Translating" next year. The Unesco survey is seeking information on three phases of the problem: (1) The supply, demand, and training of translators who possess the necessary specialized scientific understanding combined with linguistic ability. Also a study of their working techniques to determine if the time of highly skilled individuals might be saved by collaboration with less skilled, or by other means; (2) The possibilities of training scientists in reading foreign languages to enable them to dispense with the services of translators; (3) A study of the possibilities of collecting unpublished translations at centers which file and catalog them and supply copies on demand with a view to avoiding duplication of translating work.

This information is being collected by collaborators in various countries and will be consolidated by Dr. J. E. Holmstrom of UNESCO for the international report and directory of translating agencies and translation centers. ~~Dr. Holmstrom advises the United States collaborator is Mr. W. A. Kalenich, 2627 West Mulberry, San Antonio 1, Texas.~~

Frederica M. Weitlauf

PUBLIC RELATIONS CLINIC

The Executive Board has established a Public Relations Clinic directed by Sidney Edlund, a leading management consultant. The aim of the clinic is to study such problems as selling special libraries to management, planning a recruiting program, or giving a true picture of a special library's services.

The ten three-hour sessions (starting at 6:30 P.M.) began November 12 at the Institute of Life Insurance, 488 Madison Ave., New York. Future dates will be December 9, January 13 and 27, February 10 and 24, March 13 (during Executive Board and Advisory Council Meeting), March 24 and April 7. Certain members have been asked to attend as representatives; other members will be welcome as space permits. Arrangements for attendance should be made through Mrs. Stebbins. The March 13 session will be open to all.

ABSTRACTS OF MINUTES OF SCIENCE-TECHNOLOGY DIVISION ADVISORY COMMITTEE MEETING

Hotel Statler, Washington, D.C.
October 11, 1952 - 9:30 A. M.

Meeting was called to order by Chairman Anne L. Nicholson with 20 present.

The Chairman reported that the SLA Executive Board had approved the Metals Section Interim Committee on Literature Classification as an Association project. A lively discussion on further cooperation between the Science-Technology Division and other professional societies followed this announcement. Mr. Jackson suggested that the Section Chairmen be approached to determine what benefit their Sections would gain from closer work with other professional societies. The Section Chairmen could suggest names of people who could represent their Sections or who have memberships in various societies. It was decided to keep this contact on an informal basis at the Section level. A section may unofficially contact a society if they feel that they have something to offer; it was felt that cooperation on literature and information problems should be implemented as an active policy in the Division.

A CHEMICAL STATISTICS DEPOSITORY at the Library of the Chemists' Club, New York City has been proposed but no work has been undertaken.

A MONTHLY EDITION OF ENGINEERING INDEX was discussed. Further investigations on this question will be carried out as a project of the Engineering-Aeronautics Section.

The Chairman announced that a project for an adequate direct INDEX TO HOUSE ORGANS had been suggested by Miss Roenna Fahrney of the Camp Detrick Technical Library, Frederick, Maryland.

Ways and Means Committee

Miss Alberta Brown, Chairman of the committee, reported that ways for the Division to receive additional regular income are under consideration. At a meeting on October 9, the committee evolved two plans. (1) Issue SCI-TECH NEWS every month September through May (8 times a year instead of the present 4) and bring everything of interest into the NEWS. While Sections could still send out bulletins if they wished, they would be encouraged to use the Division publication in order to eliminate numerous individual mailings. This plan would be financed by charging every Division member $2.00. At the present time only about 460 members subscribe to the NEWS, and there is a potential market of more than 1400. The committee is planning to make a survey to determine the cost of publishing this type of bulletin 8 times a year. (2) Another suggestion was that of making an assessment of a flat $1.00 in the Division. Fifty per cent would remain in the Division and fifty per cent would go back to each section.

Pending the results of the survey of the Ways and Means Committee, no decisions were reached or action taken on either plan.

Roster of Scientific and Technical Librarians

Mrs. Weed reported that of the approximately 1500 questionnaires mailed to the Division membership in April, 387 or 26 per cent have been returned. The information has not as yet been coded

or posted on index cards. The project was discussed with the National Science Foundation and they indicated an interest in a roster of scientific and technical librarians to be coordinated with the National Scientific Register. There is, therefore, the possibility of future assistance in transcribing the information collected by Sci-Tech to the punched cards used by the Register. The Foundation recommends planning toward the expansion of the Roster beyond the Sci-Tech membership to include other divisions of SLA which would fall within the scope of the National Scientific Register, and also to include names of non-SLA members. Mrs. Weed made the following proposals for the coming year:

a. Develop a new form, coordinated with the National Scientific Register, to be mailed to the Sci-Tech membership, accompanied by a letter explaining more fully the purpose of the Roster and reasons for the second questionnaire.

b. Send a follow-up letter, or more than one if necessary, to non-respondents. Attempt to achieve an 80% response from Sci-Tech members.

c. Dependent upon further developments within the National Science Foundation, set up a punched card or other cross-index system for Division use.

d. Make some preliminary analyses of the information obtained and issue progress reports to the membership to show possible uses of the Roster.

e. Develop plans which could be put into effect by the end of the year (May 1953) for expanding the Roster beyond the Sci-Tech membership.

The Advisory Committee accepted these recommendations and agreed that we should cooperate with the National Science Foundation.

Membership and Membership Punched Card Committees

The Chairmen of these two committees plan to consolidate the two membership card systems during 1952-53. The proposed system would make short-time use of the 3x5 inch slips sent to the Membership Committee Chairman by SLA Headquarters. The information would be entered upon the appropriate punched cards, and then the slips themselves would be sent on to the Section Chairmen. A preprint form has been devised for reporting membership changes throughout the current year.

AMERICAN DOCUMENTATION INSTITUTE

After opening the membership to the American Documentation Institute in the Spring of 1952, a total of 201 individual members and 3 institutional members were on the rolls as of September 22. The **LC Information Bulletin,** September 29, 1952, reports a special meeting of the Institute at which officers were elected and a new constitution and bylaws adopted. Officers are: President, E. Eugene Miller; President-elect, Milton O. Lee; Treasurer, Jerrold Orne; Council members, Luther H. Evans, Ruth H. Hooker and Eugene B. Power.

Discussions were led at the meeting by the following: Jesse H. Shera, "The Education of Documentalists"; Ralph R. Shaw, "Instrumentation for Documentation"; Maurice Tauber, "Cataloging and Bibliography"; Mortimer Taube, "ADI's Publication Program"; and Robert Tumbleson, "What should ADI do to Stimulate Project Sponsorship in Documentation?"

WITH THE SECTIONS

CHEMISTRY SECTION

Cumulative Index for Transactions of the A.I.Ch.E., Vols. 1-42 (1908-1946).

A questionnaire was sent out in the September Sci-Tech mailing to find out how many would purchase copies of the index to Trans. A.I.Ch.E. Only 118 replies have been received. All are urged to return the blanks at once with answers to all of the questions. Work will start immediately on compiling the subject heading authority list for the index.

Chemistry Section members active in Chemical Literature Div., Amer. Chem. Soc.

Lorna F. Lederman, Librarian at the Central Research Laboratories of Monsanto Chemical Co., Dayton, Ohio, was elected secretary of the Chemical Literature Div. of the A.C.S. She presented a paper at the September meeting in Atlantic City. Other S-T members contributing papers at the same meeting were: Dorothy Graf, Dorothy Skau, Katherine Glass, Katherine McDiarmid, Mary Emerson, Margaret Hilligan, Myrtle Krause, Lorraine Ciboch, Saul Herner, Valeria Elersich, Ernest Spitzer and Frances M. Stratton.

ASME Meeting

Leora Straka and Betty Jo Clinebell will be co-authors of a paper "Selected Rubber References for the Mechanical Engineer—July 1951-June 1952," to be presented in December at ASME Annual Meeting in New York. Helen Dikeman will be co-author of a similar paper on selected plastic references.

METALS SECTION

The fourth Regional Meeting was held at Philadelphia October 20th and 21st. At the Monday program, sponsored by the Metals Section Committee on Literature Classification, Mrs. Marjorie R. Hyslop, Chairman, read a report on the activities of the Committee to date. The remainder of the program covered machine methods of literature searching, with papers by Robert C. McMaster and Iver Igelsrud of Battelle, Alvin T. Maierson and W. W. Howell of Battelle, H. P. Luhn of IBM, Herbert F. Mitchell, Jr. of Remington-Rand, Milton W. Sebring of the Norton Co., and James W. Perry of M.I.T.

Because of the cost of such machines and the specialized knowledge of classification and coding their operation requires, their early use is likely to be limited to libraries serving large groups, or those establishing "Technical Information Centers" to offer a commercial service. The first paper was presented as a talking film to give the audience a clearer understanding of some of the machines and their possible use in such "information centers." The second paper described the successful use of the existing ASM-SLA Classification with standard IBM cards and equipment.

The IBM electronic scanning machine discussed by Dr. Luhn is the first machine ready for production to be specifically designed for literature searching. Among its advantages up to 1,000 cards per minute can be scanned and information can be added to cards after the original punching.

The Univac system was covered by Dr. Mitchell and an interesting system for marginal punched

cards by Mr. Sebring. Dr. Perry, the dean of punched card experts, summed up the future possibilities of such equipment. Since even the most marvelous machine can produce information only when it is carefully coded and punched, and intelligently sought, librarians will not be abolished, but the slow searching of indexes may be.

At the Tuesday morning session, I. A. Warheit and Eugene B. Jackson gave specific and valuable information on Government research reports. Dr. John H. Hollomon's story of the studies and plans preliminary to the birth of a new journal left his audience awaiting the first issue of **Acta Metallurgica** with a very personal interest.

The Tuesday afternoon paper on translations by Frederica M. Wietlauf resulted in considerable discussion, primarily on the SLA Translation Pool. The papers by Dr. Iver Igelsrud and Dr. M. H. Bigelow inspired heated comments on the faults and virtues of librarians and the reasons for their success or failure in selling themselves and their libraries.

Exhibit at National Metals Exposition

With five thousand dollars worth of new technical books on display the exhibit sponsored by the Metals Section and the S-T Group Council of Philadelphia was literally mobbed all week. Miss Rose Lonberger, Booth Chairman, arranged for the loan of the collection from Mr. Jack Hennessey of the Philadelphia Book Co., plus a selection of their publications from the American Society for Testing Materials. Man's faith in man vs. books was justified — not one book was lost — although all the librarians concerned kept every finger crossed. (Are we unduly suspicious?)

Hundreds of copies of a list of the books on display, a list of ASM Recommended Metallurgical Books, Selected Books on Metals, 1951-1952, and bibliographies on Titanium, Corrosion Fretting, Silicon Carbide, Superconductivity of Metals, Cemented Carbides, etc., plus booklets on SLA and special libraries were distributed. Despite very generous quantities, the supply was low by Wednesday and completely exhausted by Friday.

PETROLEUM SECTION

The Petroleum Section is preparing for the 1953 Annual Meeting, in Canada. They are planning to emphasize foreign developments in the field of technology in their convention program.

Correspondence with the International Petroleum Exposition chairman may lead to a free booth at their May 1953 meeting. This would give SLA, as well as the Section, an opportunity to sell special librarianship in the petroleum field to the technical men.

A letter has been received from the API Library Committee asking for cooperation in making suggestions for a specific petroleum library in the United States.

PHARMACEUTICAL SECTION

The Public Relations Committee is working on an exhibit and symposium to be presented at a drug executive's meeting later in the year.

UNION LIST OF PERIODICALS IN PHARMACEUTICAL LIBRARIES is now available at $3.00 per copy from Miss Helen Loftus, Lilly Research Laboratories, Indianapolis 6, Ind.

The **Midwest Regional Group of the Medical Library Association** held its Fall meeting on October 17-18 as guests of the Lilly Research Laboratories in Indianapolis. One hundred members attended the meetings which were arranged by Dr. Donald Washburn, American Dental Association and Miss Jewell Maurice, Lilly Research Laboratories, as Co-Chairmen.

In addition to papers and group discussions, visits were arranged to local medical, dental and hospital libraries.

PUBLIC UTILITIES SECTION

Exhibit at A.G.A. Convention

Under the auspices of the Public Utilities Section of the Special Libraries Association a committee of experienced librarians from member companies of the American Gas Association was available for consultation and advisory service at the Association's 34th annual convention at Atlantic City, N. J., October 27-30. An information booth and special exhibit was maintained in the ballroom lobby of the Auditorium. Chairman of the Exhibits Committee was Mary E. Agee.

The group of trained technicians offered assistance on how to start, build and maintain libraries and information centers for the use of all departments of gas utility companies. The experts showed how proper organization and correct use of libraries and information centers can save the time and increase efficiency of utility executives and employees.

Considerable printed material was exhibited and distributed, as well as pictures of utility libraries. Included was "A Selected List of Books for a Gas Engineering Library," by Mitchill and Greenwood; S.L.A. brochures and publications; articles, manuals and handbooks on company libraries, recent bibliographies and abstracts of current interest.

Another exhibit is tentatively planned for the Edison Electric Institute Convention in Atlantic City, June 1953.

DOW BUILDS NEW CHEMICAL LIBRARY

A modern, functional building was completed last summer to serve as the library of Dow Chemical Company at Midland, Michigan. The 90x145 foot two-story structure also houses the Patent Department, Central Research Index, and other research personnel.

The library reading and working area is entered from the main lobby through a small reception area. The working area for library personnel is separated from the reading area by the 40x50 foot stack section which has four floors. The building is served by an inside dock and freight elevator back of the work area, and a book lift in the patron area.

The reading room features individual tables; conference carrells are provided for discussions or small meetings. Across the lobby from the library is an assembly room which will accommodate 75 people.

On the top floor of the new building are files of approximately 400,000 cards indexing notebooks and some 30,000 company reports. This Central Research Index grows at the rate of about 60,000 cards and 3,000 reports annually.

Dow's library, growing since World War I, is now one of the largest industrial chemical libraries with some 35,000 volumes and over 600 periodicals.

LATE BUT IMPORTANT

The October issue of **Library Trends,** a new quarterly published by the University of Illinois Library School, contains articles on the theme, "Current Trends in Special Library Development," edited by Herman H. Henkle, Librarian of the John Crerar Library. The issue arrived too late for review but we list the contents to arouse your interest.

Herman H. Henkle
Introduction: What is Special?

Irene M. Strieby
Organizational Relations of Special Libraries.

Jesse H. Shera
Special Librarianship and Documentation.

Rose L. Vormelker
Special Library Potential of the Public Library.

Herman H. Henkle
Crisis in Libraries of Science and Technology.

Mortimer Taube
Specificity in Subject Headings and Coordinate Indexing.

Edward Carter
International Interest in Special Libraries: Unesco.

Robert L. Collison
Recent Developments in Special Libraries in Great Britain.

H. A. Izant
The World Health Organization Library Service.

Edward N. Waters
Special Library Education.

Single copies, $2.00; subscription, $5.00 a year from Library Trends, University of Illinois Library School, Urbana, Ill.

WITH THE CHAPTERS

Cleveland

On October 7, an Industrial Conference was held at Case Institute of Technology with Frances Pinches presiding. To the conference, companies were invited to send the librarian and a representative of management. The theme of the program was how management could help the librarian do a better job. Outstanding speakers included Dr. Iver Igelsrud of Battelle Memorial Institute and Dr. Ralph Snow of the U. S. Department of Agriculture Library.

At the invitation of Phyllis Whalen and Mr. E. J. Gilmore, the November meeting of the Cleveland Chapter was held at Cleveland Graphite Bronze. Following the dinner, Mr. Gilmore, the host, showed pictures of the work done by the company and the library.

Women Coming Up!

The Cleveland Board of Education in cooperation with the Cleveland Technical Societies Council asked a panel of prominent women engineers to discuss career possibilities in science and engineering at programs for high school girls November 11th and 12th. The panel included a woman electrical engineer, a mechanical engineer, an architect, and SLA member Marjorie R. Hyslop as a metallurgical engineer. Mrs. Hyslop emphasized the possibilities for women engineers in editorial and library work.

Greater St. Louis

In a booth at the American Association for the Advancement of Science Meeting in St. Louis, Dec. 27-30 the Greater St. Louis Chapter will display a miniature technical library staffed by trained librarians. The exhibit will emphasize new techniques in literature research and various library services.

Miss Anna Irene Marten has resigned as Librarian of the Union Electric Company to be married to Mr. Herman M. Meyer of Chicago. Replacing her is Mrs. Elizabeth Owens, past president of S.L.A. and former Librarian of the St. Louis Mercantile Trust Company.

Illinois

Kenneth Fagerhaugh has resigned from the John Crerar Library to become Librarian of Carnegie Institute of Technology.

Mr. William Stone Buddington, Associate Librarian of the John Crerar Library since October 1, 1952, came to Crerar from Columbia University where he was Engineering Librarian for the past five years, in charge of the libraries of Engineering, Chemistry, Physics, Mathematics and General Science. Prior to his appointment at Columbia, he was Reference Librarian at Norwich Library and instructor in Electrical Engineering at Virginia Polytechnic Institute. Mr. Buddington is a graduate of Columbia University School of Library Services.

Viola Gustafson, a member of the John Crerar Library Staff since November, 1947, has been appointed Assistant Librarian in charge of acquisition and processing. She had previously served as Assistant Chief Cataloguer, Chief Cataloguer and Chief of Technical Service Department.

Success in Chicago!

The Illinois Chapter set up and staffed a booth provided by the American Chemical Society at the Seventh National Chemical Exposition held at the Coliseum in Chicago, September 9-13. C. M. Wolfenberger, Chairman of the Exhibits Committee states that the purpose of the booth was twofold: to sell members of the chemical industry on the advantages of a special library in their field and to sell those handling the functions of a special library on the advantages of membership in S.L.A. In order to accomplish their objectives booth "salesmen" went through a preliminary program of training for salesmanship.

The backdrop of the booth featured an enlarged chart "Special Library's Information Chart on Library Holdings and Controls," developed by Miss Helen Basil. Two handout items were provided: "What does a Special Librarian Do?" and "Selected List of Periodicals in the Fields of Chemistry, Chemical Engineering and Chemical Process Industries." Other pamphlets and posters were on display and a microcard reader was available for inspection.

Booth visitors were encouraged to fill out cards requesting additional information on the Special Libraries Association or on setting up a special library in industry. Literature was mailed to 160 persons having no representative in S.L.A. or no library who filled out cards. The list has been forwarded to headquarters in order to note further response of the prospects.

Milwaukee

Seventy-five representatives and librarians of about fifteen firms attended a dinner meeting of the Milwaukee chapter held at the Allen-Bradley Company on Thursday, November 6. After the dinner the guests were taken on a tour of the plant and medical center. A panel consisting of Mr. Ralph Ells, Allen-Bradley Co., Mr. William E. Crawford, A. O. Smith Corp., Dr. D. E. Whyte, S. C. Johnson & Son, and Mr. John Lieb, Allis-Chalmers Mfg. Co., discussed the "Value of Special Libraries."

New York

Dr. Mortimer Taube, President of Documentation, Inc., Washington, D. C., disclosed the salient features of coordinate indexing, which his firm has developed under a contract with the Armed Services Technical Information Agency, at the first Fall Meeting of the Special Libraries Association on October 28, 1952, at the New York Times Service Dining Room.

Coordinate indexing may be used for any item that can be numbered whether it be hardware or literature. Departing from conventional cataloging, this system makes use of the terms used in subject headings that are essential in identifying a subject.

Coordinate indexing makes every word in a subject heading a filing word. Inverted entries such as "switches, electric" or direct entries such as "electric switches" may be used with equal facility. Thus the searcher is freed of the problem of determining correct entry. There are no cross-references. "See" references and "See also" references become obsolete. The number of cards in the file is considerably reduced.

According to this scheme, each word in a subject heading is put on a separate card that has columns for the digits from 0 to 9. On each card are entered accession numbers or any arbitrary numbers that may be convenient, entries being made in the appropriate column according to the units digit. For example, in indexing the subject heading, "electric switches," there would be one card entitled "electric" and another "switches." If we had reprints which we had numbered 59, 124, 237, 421, etc., we would write the full numbers in the 9's, 4's, 7's, and 1's columns respectively on the card entitled "electric" and on the one entitled "switches". Again, if we have reprints on the subject, "mechanical switches," the same procedure would be followed. Thus the "switches" card would receive some additional numbers not found on the "electric" card. This analogy can be used for as many kinds of switches as necessary. Third or fourth terms may be used such as "electric switches for strain gauges." In such a heading the numbers would be entered on four cards, namely, the "electric" card, the "switches" card, the "strain" card and the "gauges" card.

In order to select the desired subjects from this type of file, take out the cards denoting the particular subject. Select the card having the fewest numbers entered on it, and match this card with the others. The numbers common to all the cards thus denote the particular subject in question.

Problems of inventory as well as literature searching can be handled by coordinate indexing. In cataloging chemical compounds, certain combinations of the elements may be located more quickly than by the usual entry that puts the metal part of the compound first. For cataloging instruments, for making an inventory of capital equipment, for recording small parts, in fact for organizing anything with a number on it, coordinate indexing is applicable.

Washington, D. C.

The Science-Technology Group initiated the year with a dinner meeting at the Lafayette Hotel on Thursday, October 30. Miss Anne Nicholson, Pennsylvania-Salt Manufacturing Company, Chairman of the Science-Technology Division, SLA, was the guest speaker.

CALENDAR OF EVENTS

Miss Dora Richman, Editor of **Special Libraries**, is planning to issue a calendar of events starting with the January, 1953 issue, to include all chapter meetings, Section meetings, exhibits, etc. This information can be sent to Josephine Greenwood, S-T Public Relations Chairman, with a copy to Miss Richman.

Western New York

The Western New York Chapter met October 14 in Chippawa, Ontario. This was a joint meeting with the Toronto Chapter and both chapters were well represented. The group was shown through the Norton Company Research Laboratory and Library. After lunch which was served in the Norton Company Dormitory, Miss Dona Bawden described her use of punched cards in building up a bibliography on silicon carbide for the Norton Library, and Mr. Robin Newell described the use of punched cards in their Statistical Research Department. The Norton Company film on abrasives, "Grits that Grind," was shown. The group then went on a tour of the new Sir Adam Beck Station of the Ontario Hydro Power Commission where a 5 mile tunnel is being constructed to conduct water from the upper Niagara river underneath the city of Niagara Falls, Ontario to the power plant at Queenston Heights below the Falls.

MANAGEMENT CONTROLS IN INDUSTRIAL RESEARCH ORGANIZATIONS. By R. N. Anthony and J. S. Day. Boston, Division of Research, Graduate School of Business Administration, Harvard University, 1952. 538 pp. **$6.75.**

This study on control practices currently used by U. S. industrial research organizations is based on 200 interviews with research administrators and management officials, responses to a survey mailed to research organizations, and literature primarily in the field of management control problems in research organizations. Problems are identified and helpful suggestions made. The study is concluded with 4 chapters describing in detail the current control techniques in specific industrial laboratories. The Appendix pp. 443-512 describes the research control survey in detail, and tables show the distribution of manpower by functions and information on selected cost items are presented. The questionnaire, pp. 508-512, is keyed to show where answers to each question can be found. Bibliography, pp. 513-521, is a list of books and articles limited to a) bibliography on research administration, b) recent books on research administration, and c) list of selected books and articles useful for further exploration of the topics referred to in this report. Most entries are annotated.

Reviewed by Gertrude Schutze.

MAGIC OIL: SERVANT OF THE WORLD. By Alfred M. Leeston, Dallas: Juan Pablos Books. 237 pp. **$3.75.**

Librarians who seek a well-documented, up-to-date, readable, non-technical survey of the world petroleum industry will find this book invaluable. Dr. Leeston stresses the political and economic aspects of the oil industry in the major oil-producing regions of the world: The United States, the Middle East, the Far East, Russia, Europe and the Americas excluding the U.S.A. The book is replete with statistics pertaining to oil production and reserves, marketing, refining and international trade. Treatment of the growth and interrelationship of the leading oil companies is particularly well done. Numerous references throughout the book are supplemented by an extensive bibliography.

Dr. Leeston is a member of Special Libraries Association. He is a teacher at the Southern Methodist University in Dallas, and also assistant to E. DeGolyer, internationally famous geologist.

Reviewed by Mignon Gill.

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SCI-TECH NEWS

Vol. 6 December 1952 No. 4, part II.

SELECTED ABSTRACTS

The Engineering Library. MACHINE DESIGN 24(9):110-27(1952). R. W. Chaffee.

The technical research library contributes to the technical program by engaging in active search, selection, interpretation, assembly and presentation of facts from all sources thus allowing the engineer to devote full time to his creative work. The distinction between the operative function and the research function is emphasized. The duties and qualifications of the Information Research Director are discussed in detail, and his job is evaluated in respect to 34 job requirements. According to the author's Job Evaluation By Factors, the job of Director evaluates at 450 points in a total scale of 1200 points and falls in Grade 11. Where the maximum pay rate subject to this evaluation formula is $15,000 per year, the pay rate for the Director is 6,669 per year.

A Guide to the History of Science. G.A.L. Sarton. Waltham, Mass., Chronica Botanica, 1952. 316 pp. $7.50.

This key to the heritage of modern science is divided into two parts, the first of which consists of three lectures explaining the purpose and meaning of the history of science. The second part is a bibliographic summary of the history of science. Useful chapters include: catalogs of scientific literature, union lists of scientific periodicals, general scientific journals, abstracting and review journals, national academies and societies, reference books on history of science, the history of science in special countries, history of special sciences, national and international societies devoted to the history of science, international congresses, etc.

International Bibliographical Guide for the Chemist, Books and Periodicals. Nerio Gaudenzi. Milan, 1952. 500 pp. $7.50.

Bibliography arranged by subjects listing most important recent books published to date relating to chemistry and chemical industries. Explanatory text given in Italian, English, French and German.

Automata and Information. JOURNAL OF DOCUMENTATION 8(3):164-172(1952). R. A. Fairthorne.

Existing machines are not well suited to direct library use. The obstacles to their successful use in libraries are illustrated, but it is indicated that some of the methods and components used in their design and construction are applicable to a library's informational needs.

The Executive at Work. M. T. Copeland. Cambridge, Harvard University Press, 1951. 278 pp. $3.75.

For the library administrator this is an invaluable, practical handbook in the techniques of administration and organization. The capacity for selecting, instructing, and coaching lieutenants and the capacity for keeping himself informed are significant qualifications for executive achievement. The ability to perform the daily tasks required for keeping the wheels turning and the maintenance of a proper perspective in the daily drive also are significant executive qualifications. Still other executive attributes are imagination to understand the changing environment, flexibility of mind which accepts new points of view, courage to face facts and to take risks, an aptitude for strategic timing, an understanding of human relations, the ability to take on various extracurricular activities, and the observance of high standards of conduct. The book closes with chapters on the rewards of management, preparing for retirement, and freedom for achievement.

What the Physician Expects of the Librarian. BULL. MED. LIB. ASSN. 40(3):283-87(1952). R. Foregger.

Some of the conditions essential in the organization of the library to induce reader participation are: 1) a dictionary catalog of all pertinent material in the library, 2) a classification system which allows easy access to books. 3) periodic report of new acquisitions, 4) liberal loan privileges for new books and periodicals, 5) direct access to stacks, 6) desirable physical arrangement of the library, 7) instruction in the use of the library.

Books and Periodicals for Medical Libraries in Hospitals. London, Library Association, Medical Section, 1952. 16 pp. 2 s.

This pamphlet is a bibliography which represents a basic collection of books and journals for non-teaching hospital libraries.

Use of Libraries. ST. THOMAS' HOSPITAL GAZETTE 49:208-16 (Dec. 1951). F. A. Tubbs.

The lecture consists of three sections: history of the library, discussion on the use of the library, and genealogy of medical bibliography.

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Books and Periodicals for Medical Libraries in Hospitals. London, Library Association, Medical Section, 1952. 10 pp. 2 s.

This pamphlet is a bibliography which represents a basic collection of books and journals for non-teaching hospital libraries.

Use of Libraries. ST. THOMAS' HOSPITAL GAZETTE 49:208-16 (Dec. 1951). T. A. Tubbs.

The lecture consists of three sections: history of the library, discussion on the use of the library, and genealogy of medical bibliography.

What Traits Should An Editor Have? BULL. MED. LIB. ASSN. 40(3); 325-26(1952). E. Brodman.

The retiring editor of the Bulletin of the Medical Library Association says in an editorial that an editor must have intellectual toughness, must be familiar with the general field that the magazine represents, must have patience, should be catholic in tastes and flexible in outlook, and he should enjoy his work.

Can Analysis of Information Be Mechanized? COLLEGE & RESEARCH LIBRARIES 13(2):131-35(1952). R. P. Bristol.

A review of current thinking on mechanical recording and release of information.

There's No Short Cut to Nursing Leadership. MODERN HOSPITAL 79(4): 68-71 (Oct. 1952). E. Johnson.

Excellent article for librarian administrator. Intellectual ability and training, while necessary, are not the most important qualities of leadership. These must be reinforced with an ability to make decisions, a sense of responsibility, and an attractive personality which includes the quality of emotional stability.

How to Pick People Better. FACTORY 110(10):134-39(1952). J. D. Weinland.

Since poor interviewing is costly in time, money, and hurts employee and public relations, the art of interviewing can be learned and improved by 1) allowing enough time, 2) know the kind of man you want, 3) use aptitude tests, patterned interview guides, rating sheets, etc., 4) see enough candidates, 5) set the stage right, 6) know what to talk about - discussing the job these points should be briefly covered: a) job title and relationship to other jobs, b) main activities involved in the job, c) main materials the man will work with, d) environment he will work in, e) responsibilities and rewards of the job, 7) ask the right questions, 8) look for information on applicant's background and his characteristics, 9) be a good listener and look for clues in dress and actions, 10) reason your way to a decision by distinguishing sharply between the facts and the inferences.

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Interlibrary Loans: A Symposium. COLLEGE & RESEARCH LIBRARIES 13(4): 327-58(1952).

Five papers on the subject consider costs, errors and incomplete entries in requests for books and serials, loan practices of large research libraries, and some considerations for easier exchange of materials. Following the papers is the "General Interlibrary Loan Code, 1952."

Fifty Years Young: Library of Congress Cards. COLLEGE & RESEARCH LIBRARIES 13(4):305-308(1952). A. L. Walter.

A brief history of the Card Division - a million dollar business - and its efforts to make available to libraries the expert cataloging done at the Library of Congress.

Library School Studies, 1951. COLLEGE & RESEARCH LIBRARIES 13(4): 359-61(1952). D. E. Cole.

A list of theses submitted to library schools in the year 1951 include studies of interest to the industrial librarian: obsolescence of engineering books, survey of therapeutic literature files, subject headings for ceramic engineering and chemistry libraries, comparison of chemical and medical abstracting journals, analysis of civil engineering and engineering periodicals, and the dissemination of technical information.

Papers Read Before the Institute on the Administration and Use of Technical Research Reports of the Science-Technology Division of the Special Libraries Association, May 30-31, 1952. AMERICAN DOCUMENTATION 3(2) (Spring 1952); 3(3) (Summer 1952).

For abstracts of these papers see SCI-TECH NEWS 6:6-11(June 1952).

Reference Tools for Hospital Medical Libraries. BULL. MED. LIB. ASSN. 40(4):369-80(1952). C. Kenton.

A selected list of reference tools in medicine and its periphery, in English, emphasizing publications of the last decade is appended to this paper. Items preceded by an asterisk constitute the core collection which should be included in all medical libraries in a medium-sized, general hospital. Specific items on the list are briefly reviewed.

Interlibrary Loans: A Symposium. COLLEGE & RESEARCH LIBRARIES 13(4): 529-58(1952).

Five papers on the subject consider costs, errors and incomplete entries in requests for books and serials, loan practices of large research libraries, and some considerations for easier exchange of materials. Following the papers is the "General Interlibrary Loan Code, 1952."

Fifty Years Young: Library of Congress Cards. COLLEGE & RESEARCH LIBRARIES 13(4):503-506(1952). A. L. Walter.

A brief history of the Card Division - a million dollar business - and its efforts to make available to libraries the expert cataloging done at the Library of Congress.

Library School Studies, 1951. COLLEGE & RESEARCH LIBRARIES 13(4): 559-61(1952). D. B. Cole.

A list of theses submitted to library schools in the year 1951 include studies of interest to the industrial librarian: obsolescence of engineering books, survey of therapeutic literature files, subject headings for ceramic engineering and chemistry libraries, comparison of chemical and medical abstracting journals, analysis of civil engineering and engineering periodicals, and the dissemination of technical information.

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A selected list of reference tools in medicine and its periphery, in English, emphasizing publications of the last decade is appended to this paper. Items preceded by an asterisk constitute the core collection which should be included in all medical libraries in a medium-sized, general hospital. Specific items on the list are briefly reviewed.

Moving a Library (Revised). OCCASIONAL PAPERS. No. 30 (No. 21 revised), Oct. 1952. 9pp.

The chief consideration in moving a library is for the librarian to know the situation thoroughly: the time for the move, the location of the new library, enlist the interest of workers. The plan of operations involves: draw up a plan for the move, decide the locations of books, equipment and furniture, allocate space for expansion, determine the time in which the job should be done, decide whether or not to stop service to patrons during the move, set up telephone communication between the two locations. Next point is to settle the question of what type of manpower to use. Books may be moved by carrying them or by use of a ramp or chute. Books can be moved in boxes by means of book trucks. Traffic control can be arranged by a system of colored cards to show destination of the box or by using colored perforated labels. Probably $0.06 a volume is the amount which one can expect to spend to move a library. 57 references.

Indexing of Empirical Formula. CHEMISTRY & INDUSTRY (38):931-32 (Sept. 20, 1952). J. H. Fletcher and D. S. Dubbs.

A communication to the editor commenting on Dyson's article "Studies in chemical documentation," and announcing an empirical formula index in use at Stamford Laboratories of the American Cyanamid Co. which is quite similar to Dyson's. A detailed account of the system will be published soon.

A Suggested Filing System for Keeping Abreast of Technical Literature and General Information of Interest to the Engineer. MECHANICAL ENGINEERING 74(8):647-48(Aug. 1952). G. A. Hawkins and L. M. K. Boelter.

Over 3000 items are filed in a base file according to date. For each item 3 identical cards are prepared and located under year, author, and subject. Colored cards are used. Material may be classified as published articles, reports and bulletins, and miscellaneous items. Formats for the 3 index cards for each class are shown. It is stated that no fellow engineer, librarian or literature searcher can organize an engineer's material for his own use as well as he can himself.

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A Suggested Filing System for Keeping Abreast of Technical Literature and General Information of Interest to the Engineer. MECHANICAL ENGINEERING 74(8):847-48(Aug. 1952). G. A. Hawkins and L. M. K. Boelter.

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On the Use of the UDC in Building Classification. REVIEW DOCUMENTATION 19(2):27-30(1952). R. Molgaard-Hansen.

A wide range of groups from different sections of the UDC is needed for classifying the building industry. It is difficult to arrive at uniformity because of the complexity of the subject, and because of differences between contrasting views of the national editing committees. The third edition (German) emphasizes 624 as the principal aspect, whereas the fourth edition (English, in preparation) chooses 69 for the final main place for building industry. The FID and the Conseil International de Documentation du Batiment must assume responsibility for a critical revision of UDC groups and agreement on a uniform technique of classifying the subject for the success of the CIDB abstract exchange depends on it.

On Bibliographic Search Methods. BIBLIOTEKAR p. 44-45 (April 1949). M. Rodovskaia.

A thorough knowledge of general literature as well as the special literature of the subject is indispensable for a special librarian.

Sources and Identifying Symbols of Government Specifications. METAL PROGRESS 62(4):109-14(1952). S. F. Booth.

The principal sources from which specifications may be obtained are listed. Government specifications comprise 1) Federal specifications(over 2000) representing the highest genera of specifications, 2) Departmental Specifications, 3) Bureau Specifications, lesser known specs often only temporary. All government specs have identifying number and symbol which are clues to their sources. A list is appended showing symbols and describing identification systems of widest use.

What Type Research Librarian? L. R. Wilson. IN CHANGING PATTERNS OF SCHOLARSHIP AND THE FUTURE OF RESEARCH LIBRARIES. Philadelphia, University of Pennsylvania Press, 1951. p. 112-22, Discussion p. 123-33.

Should the research librarian be scholar, administrator, technician, promoter, or educator? Ideally, "librarianship" includes all of these qualities and abilities. However, the type of librarian is determined by the nature of the position. The qualities and abilities that should be possessed by the director, assistant director, division and department heads of a research library staff as well as the role of the scholar-research worker are described. The training of the research librarian must include the basic subjects of classification and bibliography, the history of writing and libraries, if the librarian would make a full contribution to civilization.

The Communication of Information. AMERICAN SCIENTIST 40(4):640-64, 724-25(Oct. 1952). E. C. Cherry.

Intensely interesting historical review of the early theoretical work directed toward technical communication and its interpretation in broader fields of interest. 48 references.

Information and Industry: A General Survey. ASLIB PROC. 4(3): 113-20(1952). A. Egerton.

Services to science are traced from the 17th century when The Philosophical Transactions first recorded scientific observations and discoveries to the work of the Royal Society Scientific Information Conference in 1948 which dealt with information required by the scientist, and the 1952 conference on Information and Industry which dealt with industry's need for information.

The Working of a Public Scientific and Technical Library. ASLIB PROC. 4(3):139-45(1952). J. R. Smith.

The Science & Technology Library in Sheffield, England, is a reference library specializing in the field of ferrous metallurgy. The staff, information service, and book selection are explained.

Stitching of Bulletins. ASLIB PROC. 4(3):166(1952). D. J. Foskett.

A gadget for driving in two staples at once is made by mounting two stapling machines on blocks at the front of a wooden base 15 x 9 inches. Behind them is a bracket on to which is screwed a small flat metal bar, at the side of the bracket next to the stapler. On a screw fixed into the top of the small bar there is pivoted a 16 inch bar extending from the back of the bracket to about 6 inches in front of the staplers. The rear end of this bar is attached by a spring to the base of the bracket. A third bar is attached at right-angles to the second in a position to bring it over the bosses of the staplers.

Micro-opaques. ASLIB PROC. 4(3):153-62(1952). H. R. Verry.

A discussion of extensive researches into the possibilities of micro-techniques. Micro-opaques constitute a more acceptable medium than microfilm in any other form. The differences between microcard and microprint are set forth. Arguments in support of the microcard are presented, and developments taking place in England are outlined.

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The Science & Technology Library in Sheffield, England, is a reference library specializing in the field of ferrous metallurgy. The staff, information service, and book selection are explained.

Splashing of Bulletins. ASLIB PROC. 4(3):156(1952). D. J. Foskett.

A gadget for drying in two staples at once is made by mounting two stapling machines on blocks at the front of a wooden base 15 x 9 inches. Behind them is a bracket on to which is screwed a small flat metal bar, at the side of the bracket next to the stapler. On a screw fixed into the top of the small bar there is pivoted a 16 inch bar extending from the back of the bracket to about 3 inches in front of the stapler. The rear end of this bar is attached by a spring to the base of the bracket. A third bar is attached at right-angles to the second in a position to bring it over the bosses of the stapler.

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Resources of the Library. AMER. J. OCCUPATIONAL THERAPY 6(4):151-52 (July-Aug. 1952). E. A. Lewis.

Discusses the library facilities of the Massachusetts General Hospital, the organization of its holdings, and pointers on searching for material.

Studies in Chemical Documentation. CHEMISTRY & INDUSTRY. (28): 676-84(July 12, 1952). G. M. Dyson.

Because the "other elements" are more important than the actual number of carbon atoms, Dr. Dyson has evolved a new system of indexing in which the other elements are placed first and the carbons and hydrogens last. The systems which is given in full is a combination of 3 systems comprising the Dyson cipher, the molform index (translation of each empirical formula into a number which enables a numerical arrangement of compounds in the index), and a scheme of indexing for configuration. The Dyson index together with the molform index provide a method of citation of organic structures suitable for rapid formula index search.

Classification Cuts Clutter. THE MACHINIST 96(21):775-79(May 24, 1952).

The Brisch classified coding system for use in engineering plants eliminates duplication of effort and cuts down on the stock. Raw materials, manufacture and organization are covered by 9 main classes. The tenth class is reserved for other engineering problems. The main classes and their subdivisions are represented by 4 digit numbers ranging from 0000 to 9999. One or more auxiliary numbers may be linked to the main class number in order to define a subject more exactly. The method of applying the system is explained and illustrations are given.

The Literature of Dairy Science. DAIRY SCIENCE ABSTRACTS 13(2): 99-105(1951). A. W. Marsden.

About 5% of the world's output of published information relates to agriculture and ½% to dairying. The Commonwealth Bureau of Dairy Science classifies papers in 8 main sections and indicates that only 35.2% of these are found in journals specifically devoted to dairying. Figures are given for the papers falling into the eight categories as well as for geographical and foreign language distribution. The number of abstracts published has risen from about 1500 during the war to 3000 in 1951.

Works Libraries as an Aid to Production. THE TIMES REVIEW OF INDUSTRY 6:63(new series) 17 (April 1952). H. K. Styring.

A works library has an important place in modern industry. A qualified librarian who understands the needs of the metallurgists and management can be of assistance in drawing attention to trends in production. The work of scanning, abstracting and indexing periodicals and their circulation is described. The use of the library should be promoted by good publicity.

The Development, Criteria for Selection, and Uses of House Organs. BULL. MED. LIB. ASSN. 40(4):341-47(1952). J. Maurice.

A concise history of pharmaceutical house organs is presented. They are useful for their abstract sections, illustrations, review articles, original articles, tabulations of various kinds, and bibliographies.

Teaching of Medical Bibliography: A Panel Discussion. BULL. MED. LIB. ASSN. 40(4):355-68(1952).

Instruction in medical bibliography to students, librarians, and users of medical libraries is discussed in 6 articles.

The Control and Utilization of Periodicals. LIB. ASSN. REC. 54(1): 7-11(Feb. 1952). D. J. Campbell.

The Royal Cancer Hospital, London, uses the French Lampel "Synoptic" method of visible indexing to provide in one system all essential records for 350 periodicals. Details are given of the use made of colored signals. The circulation method is described.

A Study of Serials Processing. SERIAL SLANTS 2(3):6-17(Jan. 1952). E. G. Simpkins.

At the Linda Hall Library of Science and Technology, Kansas City, Mo., all the records for serials are combined in one Kardex file which may be consulted by the public. Titles are arranged in alphabetical order; the catalog entry, ordering and binding instructions are recorded on one side of the Kardex pocket. On the other side is a ruled card for noting the arrival of individual issues. Colored signals are used to aid in checking. This system is compared with similar systems used in other libraries.

A Critical Comparison of Italian, French and American Classification of Metallurgy. LA METALLURGIA ITALIANA 43(3-4):110-20(1951). M. Scortecci. (In Italian).

A good account of each classification is given. The Italian scheme has 12 main classes each divided into 39 sub-classes. The French "Alpha-Numerique" has 7 main classes designated by capital letters and divided by decimal numbers. The American system, used for the A.S.M. "Review of Metal Literature," uses the letters A-V except I and O. The A.S.M. scheme is considered most practical, but it is less general and less useful than the Italian because it is designed to suit punched cards.

Document Reproduction by the Diazo-Printing Process. LIB. ASSN. REC. 54(6):202(June 1952). S. Dixon.

Details are given of the "Azoflex" method. Direct contact prints can be made when the original is on transparent or semi-transparent paper, printed on one side only. With opaque paper, a reflex-contact method has to be used.

Subject File Manuals: The Why and How of Their Development. AMER. ARCHIVIST 15(2):105-26(April 1952). T. Beach.

Instructions on how to compile a manual of procedures for the filing under subject headings of the current records of business and government organizations.

Retention and Disposal of Correspondence Files. AMER. ARCHIVIST 15(1):3-14(Jan. 1952). S. R. Hall.

The Tennessee Valley Authority files correspondence in two parallel series, one "P" marked for those of permanent archive value, and the other "T" for the more ephemeral matter. File clerks are responsible for marking; they are guided by detailed schedules of instructions. The scheme avoids weeding at a later date as well as the indiscriminate destruction or retention of records.

Collecting Clinical Data in a Chest Clinic. TUBERCLE 33(9): 266:72(1952). P. Stradling.

A punch card system for collecting and analyzing clinical data concerning tuberculosis employs cards with peripheral holes which can be needle-sorted by hand.

Abstracting and Indexing Periodicals of Chemical Interest Published in the U.S. J. CHEM. EDUC. 29(8):396-401(1952). L. F. Lederman.

Chemical abstract services are listed in classified order under 26 headings. For each entry the title is given followed by type of material abstracted, type of abstract, frequency, number of entries per year, price, and publisher. An index of titles and organizations is appended.

Use of Punch-Cards for Indexing Purposes. J. P. Dobbins. Lecture delivered at "Conference on systems and procedures." University of California at Los Angeles. April 19, 1952.

The talk is concerned primarily with the principles of how punch-card systems operate and how they may be used.

The Preparation of Punched Cards for Indexing Information. J. CHEM. EDUC. 29(8):406(1952). G. R. Thomas.

A communication describing an economical method of converting ordinary file cards into punched cards.

Can Microcards Save the Chemist's Literature Problem? J. CHEM. EDUC. 29(8):394-95(1952). S. Kasman.

The author suggests and discusses microcard publication for Beilstein and other scientific compendia. Advantages to be gained are: reduction in price and bulk, retention of integrated form, promptness of publication, machine and hand searching, flexibility of system and policy.

Application of Industrial Engineering to a Small Library Operation. A. C. Treary. Lecture delivered at "Conference on systems and procedures." University of California at Los Angeles. April 19, 1952.

Flow charts are one of the most important tools for improving clerical operations. In analyzing the problem these considerations are important: 1) in small operations it is not practical to use highly specialized equipment. 2) the method of operation should permit the establishment of work routines, 3) to obtain output and accuracy it is necessary to limit the number of mental decisions required of the employee, 4) for maximum efficiency the method of operation should permit the development of rhythmical work routines. To insure the successful installation of this sound program: 1) identify employee as a participant in developing the improvements, 2) enlist the job knowledge and mental capacity of the employee in search for a better method.

The Coming Concentration of International Terminology Work. REVIEW OF DOCUMENTATION 19(1):1-8(March 1952). E. Wuster.

A review of the terminology work done by the International Organ for Standardization, UNESCO, International Auxiliary Language Organization in the U.S., and F.I.D.

The Rise and Development of the American Medical Periodical 1797-1850. BULL. MED. LIB. ASSN. 40(3):243-76(1952). M. Ebert.

An historical narrative of medical journals published in the United States before 1850 is presented, and the evolution of American medical thought is depicted. 248 references.

International Medical Documentation: Present Status and Future Prospects. BULL. MED. LIB. ASSN. 40(3):277-82(1952). W. Troxel.

Beneficial results in the field of international medical documentation have been achieved by the contributions of the International Federation for Documentation and Unesco.

The Industrial Pharmaceutical Library. DRUG & COSMETIC INDUSTRY 71(2):182-83, 265-67(1952). W. A. Southern.

The library's responsibilities to the company's research department and to non-scientific departments are discussed. The services offered by pharmaceutical libraries are listed. The value derived from professional library associations and their cooperative projects and meetings is recognized.

Technical Information Services. ASLIB PROC. 4(3):146-51(1952). P. W. Nash.

The chief function of a technical information service is to lessen the gap between discovery and development. This involves location and selection of information, its assembly and reproduction, and classification and storage. Qualifications required by the information officer are: (1) passion for order, (2) wide interests and an inquiring mind, (3) high degree of persistence, (4) sociability, (5) immunity to disappointment.

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Discusses function of library, staffing, contents, methods, and equipment.

ERRATA

The note under Chart of Medical Publishers in the U. S. (SCI-TECH NEWS 6(3,partII):13(Sept. 1952) should read:

Brief histories of 17 leading medical and nursing publishers are given including representative authors, series and specialties.

The reference corresponding to the abstract published under the above title is: Effect of machine methods on the organization of knowledge. AMER. DOC. 3(1):15-20(Jan. 1952). J. H. Shera.

The Working of an Industrial Library. ASLIB PROC. 4(3):191-99(1952).
G. H. Davison.

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